UNIVERSITY OF WISCONSIN-WHITEWATER

REQUEST TO BE ABSENT FROM CAMPUS

Name of Requestor:

CHECK ONE:

NON-BUSINESS:

- ☐ **VACATION** **Dates:**
- ☐ **LEAVE WITHOUT PAY** **Dates:**
- ☐ **PLANNED SICK LEAVE** **Dates:**

BUSINESS:

- ☐ **TRAVEL WITH REIMBURSEMENT FOR EXPENSES**
- ☐ **TRAVEL WITHOUT REIMBURSEMENT FOR EXPENSES**

ITINERARY FOR BUSINESS RELATED ABSENCE: (Include dates/destination/purpose)

Account to be charged:
(Org Code)

Estimated Expenses:

Automobile	
Transportation	
Meals	
Lodging	
Registration	
Other	
TOTAL	

Requested by Date

Supervisor Approval Date
(Signature or copy of forwarded email)

Dean or Division Head Date

Dean/Division Head Approval (signature required or forwarded e-mail for travel with reimbursement for expenses.)

This form, when approved by supervisor, provides proof that travel status was "in line of duty," and that the purpose was conducting business on behalf of the University of Wisconsin-Whitewater.

You are, therefore, exempt from payment of Wisconsin sales and use tax for meals and lodging under s.77.54(9a) Wisconsin Statutes. The University of Wisconsin System is not issued a State Tax Number since it is specifically excluded from the tax under s.77.54(9a) Wisconsin Statutes.